



**DEPARTMENT OF THE ARMY**  
UNITED STATES ARMY GARRISON ANSBACH  
UNIT 28614  
APO AE 09177

IMEU-ANS-ZB

01 October 2005

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Maintaining Individual Development Plans (IDP), Policy Letter #36**

1. **REFERENCE:** Civilian Personnel, Army Career Training Education Development Program
2. **PURPOSE:** This memorandum establishes a civilian training program for managers and employees of the US Army Garrison Ansbach to develop and document IDPs, as well as ensure training and self-development.
3. **SCOPE:** All organizations, which employ the U.S. and/or LN civilian employees within the US Army Garrison Ansbach. It covers appropriated fund and nonappropriated fund employees.
4. **POLICY:** The basic objective of this policy is to:
  - a. To establish IDPs to meet mandated training requirements that are linked to the performance and are part of the overall performance evaluation system.
  - b. To meet the competitive, professional development training needs.
  - c. To provide all employees with an opportunity to communicate career goals and establish self-development training needs.
5. The IDP will be used to document employee mandated, recommended and self-development training requirements. The manager and employee should agree upon the training.
6. The IDP will list course dates where applicable and completion date/reason for nonattendance.
7. The IDP shall be established within 30 days of date of hire.
8. The employee's manager is responsible for initiating the IDP process. The manager shall inform the employee of the mandatory training requirements and the specified time for completion. Training requirements are separated into the following categories:

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"Mandatory, Priority 1", "Mandatory, Priority 2", "Recommended, Priority 3",  
"Competitive Professional Development Program" and "Self-Development Activities".

a. The "Mandatory, Priority 1" training consists of installation requirements, those listed in the Civilian Personnel Office, Army Career Training and Education Program, and mandatory individual and first level supervisory, manager and executive courses as outlined by the civilian personnel office. This training is typically a condition of employment and must be successfully completed within a specified period of time.

b. The "Mandatory, Priority 2" training consists of advance courses and second level courses. It is training required for effective performance and to improve the quality of mission accomplishment.

c. The "Recommended, Priority 3" training consists of courses that would improve or enhance knowledge, skills and abilities needed on the job.

d. "Competitive Professional Development" training, if applicable, shall list the training which will assist the employee is maintaining their competitiveness for promotions within their respective fields or professions.

e. "Self-development Activities" consist of additional or extraneous courses to further educate or improve a need.

9. The manager and employee will discuss and list the training requirements. The manager and the employee will sign the IDP.

10. During the mid-year and annual performance review, the performance standards and the IDP will be reviewed to determine if requirements are or should be changed, added or deleted. Any changes shall be noted on the IDP.

11. The proponent agency for the Policy Memorandum is the Deputy Commander, US Army Garrison Ansbach, DSN 468-1500.

  
JOHN G. REILLY  
LTC, SF  
Commanding

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